

COMOMAGINST 4850.1C
N33
6 Jun 03

COMOMAG INSTRUCTION 4850.1C

Subj: STANDARD PROCEDURES FOR INITIATING AND PROCESSING WORK ORDERS

Encl: (1) General Guidelines for Work Orders
(2) Quarterly Workload Summary Document Preparation
(3) Sample Quarterly Workload Summary Document, COMOMAG 4850/1
(Rev. 6-03)
(4) Work Order Preparation
(5) Work Order Format, COMOMAG 4850/2 (Rev. 6-03)
(6) Work Order Checklist, COMOMAG 4850/3 (Rev. 6-03)
(7) Manhours Worked Log, COMOMAG 4850/4 (Rev. 6-03)

1. Purpose. To institute a standard management system for processing work orders.

2. Cancellation. COMOMAGINST 4850.1B. This instruction is a major revision and should be reviewed in its entirety.

3. Discussion. Establishing uniform procedures for assigning and monitoring scheduled and unscheduled workload requirements is essential to the successful coordination and management of Mobile Mine Assembly Group (MOMAG) activities. Using the work order system described herein will facilitate a coordinated production effort based on workload scheduling. Strict compliance to procedures is necessary and mandatory for implementing this system.

4. Action

a. MOMAG sites will establish a quarterly work order system for use with the quarterly workload schedules using the guidelines in enclosures (1) through (7).

b. The forms contained in this instruction may be converted to a computer database for ease of storage, retrieval and processing. Ensure all data fields are included.

c. Work orders will be retained until such time as the material undergoes the same level of maintenance. At the time, replace the previous work order with the new work order.

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))

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GENERAL GUIDELINES FOR WORK ORDERS

1. Work order numbers will be assigned to all tasks. These tasks include both standard workload requirements and unscheduled additions to the normal workload.
2. The following function codes will be used to identify general task categories:
 - a. A - Long cycle maintenance
 - b. B - Short cycle maintenance
 - c. C - Receipt inspections
 - d. D - Exercise and Training (ET) related tasking
 - e. E - Upgrade training
 - f. F - Mine engineering field changes
 - g. G - Test equipment maintenance and calibration
 - h. H - Weapon reconfiguration
 - i. I - Other
3. Work order numbers will be structured as follows:
 - a. The first digit indicates the quarter of the calendar year.
 - b. The second and third digits indicate the calendar year in which the work order number was assigned.
 - c. The fourth digit (A through I) indicates the task function code.
 - d. The fifth and sixth digits (01-99) indicate the task number.
4. An example of a work order would be: 197A01.

Encl (1)
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QUARTERLY WORKLOAD SUMMARY DOCUMENT PREPARATION

1. A workload conference will be held prior to the commencement of the next quarter's workload to identify tasking requirements. The tasks identified will be listed on the Quarterly Workload Summary Document, COMOMAG 4850/1 (Rev. 6-03), enclosure (3).
2. For ease of reference, recurring tasks common to all quarters, e.g., test set maintenance, will be consistently assigned the same function and task number from quarter to quarter.
3. The workload conference should be chaired by the AOIC/XO/Mine Production Officer (MPO) and should include supervisory personnel as appropriate. The Command Perpetual Workload Schedule, type commander tasking and other known requirements will be used prior to disseminating the individual work order format. The resulting Quarterly Workload Summary Document will be approved by the Commanding Officer/Officer-in-Charge (CO/OIC).
4. The Operations Department Head or MPO should be assigned the responsibility of maintaining all work order system-related documents and files and initiating additional work orders.
5. The Quarterly Workload Summary Document will be prepared as follows:
 - a. Work Order Number: Refer to enclosure (1), paragraph 3.
 - b. Nomenclature: Identify the item to be worked, exercise to be conducted, etc.
 - c. Lot: Self-explanatory.
 - d. Quantity: Self-explanatory.
 - e. Scheduled Start Date: This is the estimated task start date. This must be coordinated with all departments to ensure level workloads throughout the quarter.
 - f. Scheduled Completion Date: The estimated date for the task to be completed. Include time for paper work, shop clean-up, material restow, etc.
 - g. Primary Work Center: The work center with the primary responsibility for accomplishing the task.
 - h. Actual Completion Date: Annotated and initialed by either the Operations Department Head or the MPO.
 - i. Remarks: Information of interest, i.e., results of an engineering change instruction (ECI) screening, random sampling results, etc.

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SAMPLE QUARTERLY WORKLOAD SUMMARY DOCUMENT

1ST QTR 97 CALENDAR YEAR

WORK ORDER NUMBER	NOMENCLATURE	LOT	QTY	SCHEDULED START DATE	SCHEDULED COMPLETION DATE	PRIMARY WORK CENTER	ACTUAL COMPLETION DATE	REMARKS
197A01	MK 56 INST RACK	8	100	12-05-97	12-12-97	C/T	12-09-97	
197E01	MK 130 QS KIT LCM	2	240	12-26-97	01-09-98	M/A	01-09-98	CHECK FOR ECI 0151
197EO2	MK2 EXP HD LCM	1	21	01-16-98	01-19-98	M/A	01-18-98	10% RANDOM SAMPLE FOR LOT OF 209 EACH

COMOMAG 4850/1 (Rev. 6-03)

Encl (3)

WORK ORDER PREPARATION

1. Work Order Number: From the Quarterly Workload Summary Document.
2. Primary Work Center: Work center assigned primary responsibility for the task.
3. Scheduled Start and Completion Dates/Scheduled Working Days: Scheduled and actual start and completion dates are critical to the work order system as a means of tracking work progress and planning additional tasking.
4. References: List pertinent publications, instructions and documents.
5. Job Description: Detailed description of the task to be performed including quantities, lot numbers, etc. For reconfigured items, include the old NALC and the new NALC.
6. Location:
 - a. Current - Record information from the Supply NAVSUP Retail Ordnance Logistics Management System (ROLMS) regarding where the material is presently located.
 - b. New - Record the new storage location if the material will be restowed in an area different from which it was removed. Ensure the new stowage location is recorded on NAVSUP cards or the ROLMS database.
7. Stenciling Information: Include lot numbers, maintenance due dates and other stenciling requirements.
8. Military Standard Tag Information: The date the next maintenance is due and the new lot numbers.
9. Reports: As required, i.e., results of one-time screening actions directed by higher authority or the results of any post-analysis conducted.
10. Remarks: As required, e.g., transportation movement numbers, points of contact or other amplifying information pertinent to the task.
11. Supply Issue/Turn-In: Enclosure (4), work order preparation, may be used in lieu of a NAVSUP 1250 for the entire work order, upgrade, training material break-out, MRCI priority breakout, etc. For component rejects, a NAVSUP 1250 should be used.

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WORK ORDER FORMAT

Work Order Numbers _____

Primary Work Center _____

Scheduled Start Date _____ Start Date _____

Scheduled Completion Date _____ Completion Date _____

Scheduled Working Days _____

References:

(a) _____ (d) _____

(b) _____ (e) _____

(c) _____ (f) _____

Job Description: _____

Location:

Current _____

New _____

Stenciling Information: _____

Military Standard Tag Information: _____

Reports: _____

Remarks: _____

Authenticated by:

Signature/Date:

Operations Department Head _____

Production Department Head _____

Supply Department Head _____

Reviewed (XO/MPO) _____

Accepted (CO/OIC) _____

WORK ORDER CHECKLIST

The following required documentation for work order no. _____ is provided:

Initials / N/A

- | | |
|---|-------|
| a. Original work order | _____ |
| b. Serial numbers of Supplement "B" and "E" sheets (required per SW550-AA-MMI-010, maintenance table(s)) | _____ |
| _____ | |
| _____ | |
| _____ | |
| c. Copies of rough "B" and "E" sheets listing accepted component serial numbers | _____ |
| d. Supply issue/turn-in form | _____ |
| e. DD 1348-1, DOD Single Line Item Release/ Receipt Document | _____ |
| f. Post-analysis sheet, if applicable | _____ |
| g. DD 1348, Transportation Control and Movement Document | _____ |
| h. DD 1387-2, Special Handling Data Certification | _____ |
| i. Battery Accounting and Tracking System (BATS) printout | _____ |
| j. OPNAV 4790/58A, Meter Card | _____ |
| k. Ammunition Management and Accountability Review (AMAR) inventory results (supply, test set maintenance (TSM), and pubs | _____ |

OPS Department Head	_____ / _____	Signature date
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XO/MPO	_____ / _____	Signature date
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MANHOURS WORKED LOG

WORK ORDER # _____:

[illegible]